

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE
OFFICE OF THE ADJUTANT GENERAL
NORTH CAROLINA NATIONAL GUARD
HUMAN RESOURCES OFFICE
4105 REEDY CREEK ROAD
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ARNGT 04-044

OPENING DATE: 27 February 2004

CLOSING DATE: 15 March 2004

ANTICIPATED FILL DATE: 2 May 04

POSITION TITLE AND NUMBER

Supply Technician (Exc Indef)
PDCN 70061000, MD # 2542-02

UNIT/ACTIVITY AND DUTY LOCATION

1451sst Trans Co, NCARNG
NCARNG, Boone, North Carolina

GRADE AND SALARY (Includes Locality Pay of 10.09%)

GS-2005-05 \$25,697.00 - \$33,402.00 per annum (Trainee)

GS-2005-06 \$29,198.00 - \$37,957.00 per annum

EMPLOYMENT STATUS

Excepted Service

WHO CAN APPLY: The area of consideration for this announcement is the Statewide. Applications will only be accepted from current Excepted employees of the North Carolina Army National Guard, current military members of the North Carolina Army National Guard and individuals who are eligible and willing to enlist in the North Carolina Army National Guard.

HOW TO APPLY: Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), resume or any other form of application. It is **REQUIRED** that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: OTAGNC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410. It must be received not later than the closing date or if mailed postmarked by the closing date. **NOTE: Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number, date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1-800-621-4136 ext. 6172/6431. Faxed or E-mailed copies will not be accepted.**

QUALIFICATIONS REQUIREMENTS: Must have six months specialized experience which demonstrates that the applicant has acquired the below listed KSA's to qualify at the GS-05 level; or must have nine months specialized experience which demonstrates that the applicant has acquired the below listed KSA's to qualify at the GS-06 level.

KNOWLEDGE, SKILLS ABILITIES (KSA's)

Below are listed the KSA's for this position. Applicants **MUST** address each KSA individually in paragraph format by explaining any civilian and military work experience (**WITH DATES**) that provided that KSA. It is **REQUIRED** that this statement be attached to the application. **Failure to include KSA's with inclusive dates will result in the applicant not being considered for this position.** For more information or assistance, call **1-800-621-4136 ext. 6172/6431.**

1. Knowledge of standard methods of receipt or material order documentation control and material processing.
2. Knowledge of policies and regulations regarding storage space controls, stock location systems, layouts, and storage technique.
3. Knowledge of regulatory requirements governing the accounting for government property.
4. Knowledge of how to fill out, post, file, control, or code supply documents or transactions.
5. Ability to prepare a variety of reports or correspondence.

MILITARY ASSIGNMENT: Assignment to a compatible **Enlisted** position in the unit is mandatory. (E: CMF 92)

CONDITIONS OF EMPLOYMENT: 1. **Occupants of this position must maintain continuous military membership in the North Carolina Army National Guard (NCARNG). NCARNG status (military grade, MTOE or TDA assignment, MOS/SSL, military unit) and experience must be entered on the application.** The recommended applicant **will not** be approved for appointment until they occupy a compatible MOS in the NCARNG shown under Military Assignment on the reverse side of this announcement. 2. **The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program.**

EVALUATION FACTORS USED: Personal interviews, review of application and the KSA Statement. (KSA statement will be evaluated by the Personnel Staffing Specialist to determine minimum qualifications and by the interview panel to determine the best qualified).

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PRINCIPLE DUTIES AND RESPONSIBILITIES: Incumbent is responsible for the day-to-day logistical and maintenance programs for the unit. Researches, coordinates and requests all classes of supply, loan items, and training aids for the unit's training and operations. Functions as the unit's principal advisor to ensure the implementation of the Command Supply Discipline Program. Responsible for the individual clothing records for unit members including accountability, requisition, distribution, and maintenance. Prepares requests, receives, issues, and monitors accountability of Organizational Clothing and Individual Equipment. Maintains accounting records and makes recommendations to the Unit Commander for the expenditure of allocated funds for expendable, durable, and non-expendable supplies. Coordinates pre-positioning of logistical items, picks up supplies, draws billeting, buses and other items at training sites and other servicing agencies. Coordinates Food Service tasks ensuring ration requests purchase or draw of rations, cash collection for meals, are handled in accordance with published guidance. Provides guidance and assists senior graded personnel in IDT and AT logistical planning and preparation. Prepares the logistical input for Unit Status Report feeder preparation. Attends and participates in next higher headquarters logistical meetings and conferences. Oversees the issuance and turn-in of equipment for all unit level actions and activities. Orders and/or purchases facility janitorial supplies as authorized. Issues weapon and protective mask cards. Serves as the unit purchase-card holder for ordering items in accordance with current directives and as requested by unit leadership. Prepares and submits expendable; durable requisitions. Works with training personnel to forecast the proper amounts of training ammunition are ordered for the training year. Receives, issues, and accounts for ammunition. Ensures logistical items are properly stored and coordinates unit personnel to periodically check items in storage for accountability and serviceability. Participates in change of command inventories ensuring the new commander verifies all levels of supply accountability. Prepares hand receipts as required for the issuance of supplies and equipment. Conducts or oversees the conduct of cyclic inventories, sensitive items inventories. Inventories and prepares shortage annexes and is responsible for Shortage Annex Management including posting issue and recovery documents. Must ensure adjustment documents are prepared and accurate (e.g. Statement of Charges, Cash Collections and equipment transfer documents). Manages loan and lease of unit equipment for other than military use as prescribed by written guidance. Completes and forwards reports required by higher headquarters. Schedules equipment for calibration and alignment as is required by higher headquarters guidance. Completes, processes, and ensures completion of automated work orders for the repair of equipment. Requisitions parts to enable unit personnel to make authorized repairs. As required, provides transport of equipment to the support maintenance facility. Serves as HAZMAT coordinator for the unit. Serves as unit physical security coordinator ensuring the security book, arms room keys and other items are properly accounted and cared for. Functions as the key custodian for the unit and as such issues keys and maintains accountability. Coordinates with local, state, and federal law enforcement agencies for security of federal and state property, arms, and ammunition. Ensures weapons and protective masks are properly stored. Assists, as required, in training administration for the unit. Contacts organizations or individuals to arrange for use of facilities such as small arms ranges for training. Requests or ensures required training materials and training aids such as ammunition, pieces of equipment, films, models of equipment, etc, are on hand. Assists, as directed, unit members in the preparation of training and evaluation outlines, proper methods of instruction and obtaining reference material and teaching aids. Assists training personnel in drafting training schedules. Assists, as required, in completing applications for service schools, officer candidate school, and correspondence courses. Assists in maintaining working relationships with local officials, clubs, etc., for a variety of such purposes as armory, security coordination with police, suitability investigations, armory rental, unit participation in celebrations or fund raising drives, and to provide public information about the National Guard. Works with community organizations to obtain support for the National Guard. As directed, attends meetings as the National Guard representative to effectively coordinate the National Guard's participation in civic activities. Assists, as required, in completing administrative and personnel transactions for the unit. Prepares or assists in preparing critical personnel documents. Prepares correspondence for the unit. When required, prepares and submits pay documents to higher headquarters. Performs recruiting duties to maintain the unit at authorized strength. Establishes personal contact and maintains effective working relationships with assigned recruiters, public officials, civic groups, veterans' organizations, schools, active duty recruiters and other organizations and groups. Participates in school activities such as "career days" for the purpose of informing individuals and groups of the benefits of belonging to the National Guard. In the absence of assigned janitorial staff works, with other assigned full time support personnel, to care for, clean, and maintain the National Guard Armory to include lawn care and general maintenance. Trains and supervises lower graded unit supply personnel. Performs other duties as assigned.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

ADDITIONAL INSTRUCTIONS: 1. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories; Male or Female; American Indian or Alaskan native; Asian or Pacific Islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 2. A permanent change of station (PCS) will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date. 3. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15. 4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment. 5. This position will be filled indefinite. Individual selected may be terminated upon receipt of a 30-day notice. 6. Selected individual may be non-competitively converted to a permanent status if this position becomes permanently funded.

INFORMATION SUBMITTED WILL BE USED ONLY IN ACCORDANCE WITH THE PRIVACY ACT OF 1974

DISTRIBUTION:

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